

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** March 24, 2017  
**POSITION:** Space and Facilities Program Manager  
**TERM:** Full Time, Permanent  
**LOCATION:** 500 Pearl Street, New York, NY  
**CLASS LEVEL:** CL 27 – CL 29  
**SALARY:** \$54,935 - \$127,252  
Depending on qualifications and experience  
**CLOSING DATE:** Open Until Filled  
Preference given to resumes received by April 7, 2017  
**VACANCY NO:** 17-17

**DUTIES AND RESPONSIBILITIES:** The Space and Facilities Program Manager will serve as Project Liaison Officer for various architectural/construction projects for the judges and Court units, and will report to the District Court Executive. Duties include, but are not limited to: serving as liaison between the Court, District Executive, consultants and General Services Administration project staff; coordinating buildings' occupancy plans; liaison between the District Court, Circuit Executive, U.S. Marshals Service, GSA, architects and developers and contract quality managers; (includes disseminating information to the appropriate District Court committees); assist the Court's procurement staff in planning of furniture/furnishings for the projects (involves budget preparation, scheduling, etc.); reviews site surveys and other data pertinent to the site selection process; reviews projects specifications for compliance; studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions; prepares summaries and data concerning work-in-progress for departmental use, as well as for the Administrative Office, judges and other agencies; reviews requests by the Courts' consultants for advice and information by the government; serves as contact for all data and information with respect to the projects, answering inquiries relating to them; and performs other duties as assigned. Travel required.

**REQUIRED QUALIFICATIONS:** Applicants must be high school graduate, or equivalent. To qualify for the CL-27 level, the applicant must have two years of specialized experience, including at least one year at or equivalent to the CL-25 level. To qualify for the CL-28 level, the applicant must have two years of specialized experience, including at least one year at or equivalent to the CL-27 level. To qualify for the CL-29 level, the applicant must have two years of specialized experience, including at least one year at or equivalent to the CL-28 level. A secondary or advanced degree in an architectural field is strongly preferred.

Five (5) years or more of progressively responsible project management work experience in architectural, project management and/or construction disciplines is preferred which includes experience in developing design programs, reviewing construction documents and estimates, and resolving related issues from preliminary design through construction for complex architectural projects. Knowledge of U.S. Courts Design Guide; knowledge of General Services Administration (GSA) Design and Construction Guide; the ability to work with architects, developers, government agencies, interior designer, vendors, judges and technical consultants; knowledge of government procurement policies and contracts; ability to coordinate complex building programs; knowledge of the functions and operations of judicial support offices, judges' chambers, courtrooms and adjunct facilities; and knowledge of the mission of court support units and related justice agencies is also preferred. Familiarity with courthouses or other public sector construction projects is desirable.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**APPLICATION PROCEDURE:** To be considered for this position, please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying,

including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

Please submit your resume and cover letter to:

U.S. District Court

Southern District of New York

500 Pearl Street, Room 820

New York, New York 10007

Attn: Office of the District Executive

**OR**

[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

ONLY THOSE CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

APPLICANTS MUST BE UNITED STATES CITIZENS.

**THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**